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ABSTRACT

Under the Idaho state system for curriculum development in vocational education, Technical Committees made up solely of industry personnel are responsible for drawing up task lists for each program. The first part of this guide contains a curriculum for instruction of practical nurses who are eligible to sit for the license examination upon successful completion. The task list for this course groups 102 occupational skills or tasks with enabling objectives by 21 modules: use verbal and written communications; demonstrate legal and ethical responsibilities; participate in the nursing process; apply principles of infection control; provide bio-psycho-social support; describe human anatomy and physiology; provide emergency care; perform comfort and safety functions; apply principles of nutrition; assist with activities of daily living; perform special nursing procedures; apply principles of pharmacology; apply principles of human growth and development; provide care for patients receiving intravenous therapy and for maternal/newborn, pediatric, operative, medical/surgical, geriatric, and rehabilitation patients; and demonstrate employability skills. The second part of the guide contains a curriculum for licensed practical nurses (LPNs) who will provide intravenous therapy. It is divided into two parts. Persons who completed part I during a basic course of instruction must complete only part II. Part I covers essential duties in intravenous therapy; part II covers initiating, maintaining, and monitoring intravenous infusions and monitoring and maintaining central venous lines. The third part of the guide contains a curriculum for the LPN management course for LPNs who perform as managers in skilled nursing facilities (long-term care). (YLB)

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Vo. Ed. #178

Curriculum Guide for PRACTICAL NURSING

Including the Expanded Functions of I.V. Therapy and LPN Management

Invest in Success

IDAHO VTE VOCATIONAL TECHNICAL EDUCATION

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PRACTICAL NURSING

Including the Expanded Functions of I.V. Therapy and LPN Management

STATE DIVISION OF VOCATIONAL EDUCATION

1992

CONTENTS OF THE LPN CURRICULUM GUIDE

The first part of this guide contains the newly revised curriculum for instruction of practical nurses who, upon successful competition of instruction, are eligible to sit for the Idaho State Board of Nursing Licensing Examination. Practical nurses become licensed to practice in Idaho after passing this examination.

The second part of this guide contains the curriculum for *licensed practical nurses* who will, as part of their responsibilities of employment, provide Intravenous Therapy. Upon successful completion of this course, *licensed practical nurses* may provide Intravenous Therapy. The scope of practice identified in the course is consistent with the Rules and Regulations for licensed practical nursing practice promulgated by the Idaho Board of Nursing.

The third part of the guide contains the curriculum for the LPN Management course. *Licensed practical nurses* who perform as managers in skilled nursing facilities (long term care) are required to successfully complete the LPN Management course.

All three curricula were approved by the Idaho Board of Nursing in February, 1992.

Recommendations of the Technical Committee for each of the curricula can be found on the last page (page 10) of the LPN Management curriculum.

Vo.Ed. #178

CURRICULUM GUIDE FOR

PRACTICAL NURSING

March, 1992
State Division of Vocational Education
650 W. State Street
Boise, Idaho 83720

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INTRODUCTION

The curriculum development process undertaken by the Idaho Division of Vocational Education involves the active use of industry personnel. Industry personnel comprise the sole membership on Technical Committees which are responsible for the development of Task Lists for each program. A Technical Committee Report is prepared on completion of the Committee's assignment. This publication is the Technical Committee Report.

The Task List prepared in the Technical Committee Report reflect the current trends and skills necessary for an employee to: 1) Obtain a job in Idaho's industry, 2) retain a job once hired, and, 3) to advance in the occupational field. Task Lists are grouped according to Duty areas generally used in industry settings. Duty areas are used as the basis for modules in the Statewide Curriculum Guide development process. The Technical Committee segment is the single most significant step in the curriculum development process. All future curriculum activities are predicated on the premise that an accurate picture of industry needs are reflected in the Task List.

Instructional personnel are selected to develop the Statewide Curriculum Guide. These instructors write Performance Objectives for each Task and the subsequent Enabling Objectives for each Performance Objective. In the Practical Nursing curriculum, only the Task Statement (what is to be learned) precedes the unit of instruction. The other two components of the Performance Objective (conditions and criteria) are understood. This means the conditions of learning are met when the Practical Nursing curriculum includes all necessary information and skills, and is offered in approved classroom and clinical settings using required equipment and supplies. The criteria of learning are met when students achieve a pre-determined level of learning (or above) which is established by the faculty/school offering the instruction. It is essential that students in this competency-based program are informed prior to instruction the competencies to be learned, the conditions of training, and the criteria or standard to be achieved. Students should be provided the necessary time (within reason) to acquire a competency and should not be graded on semester/clock hours.

Committee members have prepared all material in a competency-based format so as to have an effective and efficient methodology for determining student progress. The Statewide Guides are designed as the prime determiner of program content. All programs must follow the established Guide in order to be approved for operation. Any deviation from this Guide requires written approval from the respective program supervisor at the Division of Vocational Education. It is not the intent of the Division that all programs be designed to be exactly the same, but assurance is needed to ensure that the program meets the minimum standards for operation, based on the community needs, equipment, and facilities available to the local school or institution.

The Technical Committee Report does not dictate the level of instruction The Task List developed represents the entire occupational field. Schools and Institutions determine what skills can be taught and what depth of instruction can be provided. They must choose the Tasks to be taught from the Technical Committee Report but are free to determine how many or which ones can be incorporated into their program.

The Technical Committee Report is also used as the primary list for generating Student Profiles. These Profiles are used as a cumulative record of each student's progress. They are printed in a folder format and have levels of performance scales for each Task so that student competence can be recorded for individual skills or tasks. This document will become the main component for Articulation activities in the event that the student desires to go on for additional training or education.

ACKNOWLEDGEMENTS

The Technical Committee process involves personnel from industry who are selected by the Division with assistance from the State Council on Vocational Education. People who serve on the Committees are nominated by local administrators. They generally come from local advisory committees for existing Vocational Education programs or are community representatives in a capacity to provide the necessary information about industry needs. These people serve with the approval of their employers and give their time and energies to the project without cost. The Division provides reimbursement for per diem and travel. We are indebted greatly to these industry representatives and to their employers for the resources so freely given to the pursuit of ensuring that Idaho students receive the most current training and education possible and that which is demanded by industry.

To this end, the Division recognizes the following people who served on the Practical Nursing Commitee: Sharon Seiber, Caldwell; Carol Simons, Pocatello; Noreen Heist, Boise; Helen Hammond, Twin Falls; Sandra Davis, Boise; Mary Ann Towle, Boise; Kathleen Nelson, Rexburg; Beverly Heitz, Twin Falls; Barbara Pottorff, Pocatello; Terry Elquist, Pocatello; and Jan Moseley, Coeur d' Alene.

Your support and assistance was very greatly appreciated. Your patience for enduring the educational process is also noted. The students and instructional staff will be much more able to accomplish their respective goals as a result of your contributions.

Dorothy Witmer, Supervisor
Health Occupations Education

Don Eshelby
Director of Program Services

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TASK LIST

The task list is a set of occupational skills or "tasks" which are grouped by modules. Each task describes an occupational activity that, when performed, will result in a finished process or product. The nature of the finished process or product can vary, but should always allow an evaluation using the standards which address the operation, appearance, dimensions, or similar characteristics. Idaho utilizes a Technical Committee comprised of industry personnel to develop the task listing. The task list serves as the basis for additional curriculum development activities.

The tasks contained in each module represent the fundamental activities that should be required of any student seeking institutional credit for performing at an acceptable level of competency. The tasks are sequenced to reflect a progression from the curriculum standards which are unique to an institution's instructional program and which should be added upon approval of the administration.

The capacity for providing instructional experiences and practical application of the tasks contained in each module will determine the scope of the vocational-technical program. Primary considerations of capacity will obviously be the availability of equipment and the expertise of the instructional staff.

Individual records of student progress based on the task list should be developed or adapted by the vocational institution for use in recording the student's attainment of competency by task and module.

TASK LIST FOR
PRACTICAL NURSING

PROGRAM TASK LISTING EFFECTIVE DATE: January 31, 1992

PROGRAM AREA: Health Occupations

PROGRAM TITLE: Practical Nursing

IDAHO CODE NUMBER: 2032 CIP NUMBER: 17.0605

01.0 USE VERBAL AND WRITTEN COMMUNICATIONS
The student will be able to:

01.01 Identify and use various forms of communication.
01.02 Use basic medical terminology and approved abbreviations.
01.03 Demonstrate effective interpersonal relationships in the workplace.
01.04 Receive and give oral report of patient status.
01.05 Report and record objective, pertinent observations in a timely manner.
01.06 Demonstrate basic computer skills.

02.0 DEMONSTRATE LEGAL AND ETHICAL RESPONSIBILITIES
The student will be able to:

02.01 Identify and interpret the components of the Idaho Nurse Practice Act and Rules and Regulations of the Board of Nursing.
02.02 Practice within the role and scope of the profession as defined by law, job description, facility/arena of practice.
02.03 Identify the role of each health care team member.
02.04 Explain the components of the patient's bill of rights.
02.05 Maintain confidentiality of patient's information.
02.06 Describe the purpose of the chain of command.
02.07 Follow policies and procedures and standards of care affecting health, safety and well-being of patients.
02.08 Recognize signs and symptoms of abuse and neglect.
02.09 Recognize and report signs of substance abuse.
02.10 Identify current issues in health care.
02.11 Practice proper handling and disposal of hazardous material and waste in working environment.

03.0 PARTICIPATE IN THE NURSING PROCESS
The student will be able to:

03.01 Apply the nursing process in providing care.

04.0 IDENTIFY AND APPLY PRINCIPLES OF INFECTION CONTROL
The student will be able to:

04.01 Explain the basic concepts of microbiology.
04.02 Provide patient care utilizing current standards of isolation/universal precautions as identified by the Centers for Disease Control.

05.0 PROVIDE BIO-PSYCHO-SOCIAL SUPPORT
The student will be able to:

05.01 Describe basic human needs.
05.02 Discuss family roles and their significance to health.
05.03 Access community support systems and resources for individuals and family members.
05.04 Assist patient and family during the grief process.
05.05 Respond to a variety of cultural and lifestyle diversities.

06.0 DESCRIBE THE ANATOMY AND PHYSIOLOGY OF THE HUMAN BODY
The student will be able to:

06.01 Describe the basic structure and function of all body systems.
06.02 Describe the relationship of anatomy and physiology of all body sytems to patient care.

07.0 PROVIDE EMERGENCY CARE
The student will be able to:

07.01 Assess and prioritize situations and respond appropriately.
07.02 Perform emergency measures as defined by American Red Cross/American Heart Association.
07.03 Demonstrate emergency evacuation procedures.

08.0 PERFORM COMFORT AND SAFETY FUNCTIONS
The student will be able to:

08.01 Care for equipment and supplies.
08.02 Maintain patient environment.
08.03 Maintain service areas on the units in health care facilities.
08.04 Observe, report and document patient's physical, physiological and psychosocial status.
08.05 Use therapeutic beds and overlays.
08.06 Lift, hold, transfer, and/or ambulate patient using proper body mechanics and appropriate assistive measures.
08.07 Turn and position patients.
08.08 Apply safety/protective devices as directed.

09.0 APPLY PRINCIPLES OF NUTRITION

The student will be able to:

09.01 Identify nutrients, food groups.
09.02 Explain regional, cultural and religious food patterns.
09.03 Care for patients with special diets.
09.04 Assist in modifying patient intake to meet patient's nutritional and fluid needs in relation to disease process.

10.0 ASSIST WITH ACTIVITIES OF DAILY LIVING

The student will be able to:

10.01 Provide for personal hygiene procedures.
10.02 Provide for elimination procedures.
10.03 Provide for nutritional intake.
10.04 Describe and demonstrate the making of various types of hospital beds.

11.0 PERFORM SPECIAL NURSING PROCEDURES

The student will be able to:

11.01 Perform patient assessments.
11.02 Admit, discharge, and transfer patient.
11.03 Collect specimens.
11.04 Perform tests on specimens.
11.05 Perform irrigations.
11.06 Perform respiratory care procedures.
11.07 Assist patient during diagnostic procedures.
11.08 Perform orthopedic care procedures.
11.09 Perform wound care procedures.
11.10 Perform special care procedures for patients with gastric tubes.
11.11 Perform hot and cold therapeutic measures.
11.12 Provide postmortem care.

12.0 APPLY PRINCIPLES OF PHARMACOLOGY

The student will be able to:

12.01 Administer medications.
12.02 Assess and respond to patient's need for medication.
12.03 Monitor and administer controlled substances.
12.04 Instruct and supervise patient regarding self-administration of medications.
12.05 Store medications properly.

13.0 PROVIDE CARE FOR PATIENT RECEIVING INTRAVENOUS THERAPY

The student will be able to:

- **13.01** Describe the principles, purposes and types of I.V. therapy.
- **13.02** Administer intravenous solutions, medications, and blood or blood products.
- **13.03** Provide care of patients receiving intravenous therapy.
- **13.04** Provide care of intravenous therapy equipment.
- **13.05** Describe general precautions in administering IV therapy.

14.0 PROVIDE CARE FOR MATERNAL/NEWBORN PATIENTS

The student will be able to:

- **14.01** Provide teaching to patients regarding conditions, fetal development and methods of contraception.
- **14.02** Provide care and teaching for the patient in the prenatal stage.
- **14.03** Provide care and teaching for the patient during labor and delivery
- **14.04** Provide care and teaching for the post-partum patient.
- **14.05** Provide care for the newborn.

15.0 APPLY PRINCIPLES OF HUMAN GROWTH AND DEVELOPMENT

The student will be able to:

- **15.01** Apply principles of growth and development from birth through the lifespan.

16.0 PROVIDE CARE FOR PEDIATRIC PATIENTS (Includes Adolescents)

The student will be able to:

- **16.01** Adapt nursing care for the pediatric patient.
- **16.02** Apply safety principles for the pediatric patient.
- **16.03** Describe general characteristics, particular needs and problems of pediatric patients.
- **16.04** Implement prescribed nutritional requirement.
- **16.05** Provide diversion and recreational activities.
- **16.06** Describe the common diseases/disorders of children and relate them to the pediatric patient.

17.0 PROVIDE CARE FOR PRE-OPERATIVE, PERI-OPERATIVE, AND POST-OPERATIVE PATIENTS

The student will be able to:

- **17.01** Provide pre-operative care and teaching.
- **17.02** Explain impact of peri-operative care on post-operative recovery.
- **17.03** Provide post-operative care and teaching.

18.0 PROVIDE CARE FOR MEDICAL/SURGICAL PATIENTS (Includes Young Adults)
The student will be able to:

- **18.01** Identify signs and symptoms of disease/disorders of all body systems and relate them to patient's condition.
- **18.02** Care for the patient with diseases/disorders of all body systems.
- **18.03** Care for the patient with common psychological disorders.
- **18.04** Provide teaching for the patient with diseases and disorders of all body systems.

19.0 PROVIDE CARE FOR GERIATRIC PATIENTS
The student will be able to:

- **19.01** Adapt nursing care for the geriatric patient.
- **19.02** Adapt safety principles as related to the elderly.
- **19.03** Apply attitudes and living habits which promote positive mental and physical health for the elderly.
- **19.04** Apply nursing care for the elderly.
- **19.05** Provide nursing care for elderly patients with common alterations in behavior.
- **19.06** Apply reality orientation techniques.
- **19.07** Provide and involve patients in diversional activities.
- **19.08** Access community resources and services available to the elderly.

20.0 PROVIDE CARE FOR THE REHABILITATION PATIENT
The student will be able to:

- **20.01** Assist the patient with specified rehabilitation needs: physical, cognitive, emotional.
- **20.02** Function as a member of a multidisciplinary team.

21.0 DEMONSTRATE EMPLOYABILITY SKILLS
The student will be able to:

- **21.01** Identify and observe employment opportunities in a variety of healthcare arenas.
- **21.02** Apply employment seeking skills.
- **21.03** Demonstrate appropriate response to criticism from employer, supervisor or other persons.
- **21.04** Demonstrate acceptable employee health habits.
- **21.05** Demonstrate principles of time management in organizing patient care.
- **21.06** Describe how to make a job change appropriately.

ENABLING OBJECTIVES FOR PRACTICAL NURSING

In the Practical Nursing curriculum, only the Task Statement (what is to be learned) precedes the unit of instruction. The other two components of the Performance Objective (conditions and criteria) are understood. This means the conditions of learning are met when the Practical Nursing curriculum includes all necessary information and skills, and is offered in approved classroom and clinical settings using required equipment and supplies. The criteria of learning are met when students achieve a pre-determined level of learning (or above) which is established by the faculty/school offering the instruction. It is essential that students in this competency-based program are informed prior to instruction the competencies to be learned, the conditions of training, and the criteria or standard to be achieved. Students should be provided the necessary time (within reason) to acquire a competency and should not be graded on semester/clock hours.

01.0 USE VERBAL AND WRITTEN COMMUNICATION

01.01 TASK: Identify and Use Various Forms of Communication

ENABLING OBJECTIVES:

1. **Define the communication process.**
2. **Identify methods of communication.**
3. **Identify methods to overcome barriers to communication.**
4. **Differentiate between verbal and nonverbal communication.**
5. **Demonstrate effective communication.**
6. **Demonstrate therapeutic techniques of communication for a variety of patients in all ages of life, and emotional status.**

01.02 TASK: Use Basic Medical Terminology and Approved Abbreviations

ENABLING OBJECTIVES:

1. **Define commonly used prefixes, suffixes and root words.**
2. **Identify approved medical abbreviations and symbols.**
3. **Use medical terminology and abbreviations in written and verbal communication.**

01.03 TASK: Demonstrate Effective Interpersonal Relationships in the Workplace

ENABLING OBJECTIVES:

1. **Describe the components of interpersonal relationships.**
2. **Describe the barriers to developing effective interpersonal relationships.**
3. **Maintain a working relationship with faculty, coworkers, patients, and families.**

01.04 TASK: Receive and Give Oral Report of Patient Status

ENABLING OBJECTIVES:

1. **Identify the information necessary to communicate in giving and receiving an oral report of patient status.**
2. **Receive an oral report of patient status obtaining all pertinent data.**
3. **Give an oral report of patient status communicating all pertinent data.**

01.05 TASK: Report and Record Objective, Pertinent Observations in a Timely Manner

ENABLING OBJECTIVES:

1. **Identify the pertinent information to report and record.**
2. **Describe which observations must be reported immediately.**
3. **Using medical terminology, record objective pertinent observations on the appropriate and various chart forms.**
4. **Using medical terminology, report objective pertinent observations to the appropriate health care worker.**
5. **Document changes in patient status.**
6. **Obtain specified data from patient and family.**

01.06 TASK: Demonstrate Basic Computer Skills

ENABLING OBJECTIVES:

1. **Identify parts of computer hardware.**
2. **Describe computer use in health care.**
3. **Demonstrate how to access, enter basic data, and exit computer programs in use at the institution.**

02.0 DEMONSTRATE LEGAL AND ETHICAL RESPONSIBILITIES

02.01 TASK: Identify and Interpret the Components of the Idaho Nurse Practice Act and Rules and Regulations of the Board of Nursing

ENABLING OBJECTIVES:

1. **Identify where to obtain copies of the Idaho Nurse Practice Act and the Rules and Regulations of the Board of Nursing.**
2. **Discuss what information is included in the Nurse Practice Act and the Rules and Regulation of the Board of Nursing.**
3. **Identify where additional information or clarification of the Nurse Practice Act and the Rules and Regulations of the Board of Nursing can be obtained.**
4. **Distinguish between legal and ethical codes of conduct and the consequences of not following these codes.**
5. **Differentiate between malpractice and negligence and the consequences of each.**

02.02 TASK: **Practice Within the Role and Scope of the Professional as Defined by Law, Job Description, Facility/Arena of Practice**

ENABLING OBJECTIVES:

1. **Identify the differences between law, job description, and institutional policy.**
2. **Perform all nursing care according to Nurse Practice Act, the Rule and Regulations of the Board of Nursing, job description and institutional policy.**
3. **Explain the consequences of practicing outside the scope of practice.**

02.03 TASK: **Identify the Role of Each Health Care Team Member**

ENABLING OBJECTIVES:

1. **List the members of the health care team.**
2. **Describe the duties of each member of the health care team.**
3. **Explain how the practical nurse functions with other health-care team members.**

02.04 TASK: **Explain the Components of the Patient's Bill of Rights**

ENABLING OBJECTIVES:

1. **Describe each component of the patient's bill of rights.**
2. **Explain the practical nurse's responsibility in applying the patient's bill of rights in daily practice.**
3. **Explain the practical nurse's responsibility when violations occur.**

02.05 TASK: **Maintain Confidentiality of Patient's Information**

ENABLING OBJECTIVES:

1. **Identify who has access to patient information.**
2. **Describe how confidentiality of patient information is protected.**
3. **Demonstrate care of patient information to maintain confidentiality.**

02.06 TASK: **Describe the Purpose of the Chain of Command**

ENABLING OBJECTIVES:

1. **Describe the levels of the chain of command.**
2. **Identify your immediate supervisor.**
3. **Identify who you supervise.**
4. **Describe how the chain of command can effect patient care.**

02.07 TASK: **Follow Policies and Procedures and Standards of Care Affecting Health, Safety and Well-being of Patients**

ENABLING OBJECTIVES:

1. **Define policy, procedure and standards of care.**
2. **Explain how policy, procedures and standards of care affect the health, safety and well being of patients.**

02.08 TASK: **Recognize Signs and Symptoms of Abuse and Neglect**

ENABLING OBJECTIVES:

1. **Describe the signs and symptoms of abuse and neglect, both physical and psychological.**
2. **Identify your responsibility for reporting abuse and neglect.**
3. **Record and report objective, pertinent information regarding signs and symptoms of abuse and neglect according to institutional and legal guidelines.**

02.09 TASK: **Recognize and Report Signs of Substance Abuse**

ENABLING OBJECTIVES:

1. **Describe signs and symptoms of substance abuse.**
2. **Identify your responsibility for reporting substance abuse.**
3. **Record and report objective, pertinent information regarding signs and symptoms of substance abuse according to institutional and legal guidelines.**
4. **Explain the consequences of practicing as a practical nurse under the influence of substances.**

02.10 TASK: **Identify Current Issues in Health Care**

ENABLING OBJECTIVES:

1. **Discuss the history of practical nursing.**
2. **Compare/contrast history of practical nursing with current trends and issues in health care.**
3. **Describe your role in dealing with current health care nursing issues and trends.**

02.11 TASK: Practice Proper Handling and Disposal of Hazardous Material and Waste in Working Environment

ENABLING OBJECTIVES:

1. Identify those substances which are hazardous materials in individuals and the environment.
2. Recognize hazardous materials and waste in the working environment.
3. Identify proper labeling and disposal of hazardous materials and waste.
4. Dispose of hazardous material and waste according to state, federal, and institutional guidelines.

03.0 PARTICIPATE IN THE NURSING PROCESS

03.01 TASK: Apply the Nursing Process in Providing Care

ENABLING OBJECTIVES:

1. Describe the components of the nursing process.
2. Demonstrate each step in the nursing process.
3. Identify parts of a patient care plan.
4. Consult with the R.N. in developing a plan of care using the nursing process.
5. Follow the established plan of care as identified for the individual patient using the nursing process.
6. Revise the patient's plan of care following facility guidelines.

04.0 IDENTIFY AND APPLY PRINCIPLES OF INFECTION CONTROL

04.01 TASK: Explain the Basic Principles of Microbiology

ENABLING OBJECTIVES:

1. Describe the common pathogens.
2. Describe the requirements for microorganism growth.
3. Describe methods to prevent spread of microorganisms.
4. Describe medical and surgical asepsis.
5. Apply the principles of medical and surgical asepsis in providing patient care.

04.02 TASK: Provide Patient Care Utilizing Current Standards of Isolation/Universal Precautions as Identified by the Centers for Disease Control

ENABLING OBJECTIVES:

1. Describe at risk behavior for acquiring infections including HIV/AIDS.

2. Describe the current standards of isolation techniques /universal precautions.
3. Apply current standards of isolation techniques/ universal precautions in providing care to all patients.

05.0 PROVIDE BIO-PSYCHO-SOCIAL SUPPORT

05.01 TASK: Provide Care to Meet Basic Human Needs

ENABLING OBJECTIVES:

1. Describe basic human needs.
2. Describe methods to meet basic human needs.
3. Identify coping strategies and nursing interventions.
4. Demonstrate care to meet basic human needs.

05.02 TASK: Discuss Family Role and Significance to Health

ENABLING OBJECTIVES:

1. Discuss the roles of individual family members.
2. Discuss the role of family in society.
3. Discuss how illness affects the family unit.

05.03 TASK: Access Community Support Systems and Resources for Individuals and Family Members

ENABLING OBJECTIVES:

1. Identify individual/family needs for preventive and health maintenance services.
2. Identify community resources available to individual/family.
3. Assist individual/family to access community resources and establish support systems.

05.04 TASK: Assist Patient/Family During the Grief Process

ENABLING OBJECTIVES:

1. Describe the stages of the grief process.
2. Identify where individuals or family members are in the grief process.
3. Describe ways and then provide emotional support for individual/family.
4. Access clergy as requested.
5. Identify ways then assist individual/family to access community resources available.

05.05 TASK: Respond to a Variety of Cultural and Lifestyle Diversities

ENABLING OBJECTIVES:

1. Describe common cultures in the community which may affect patient care.
2. Describe common lifestyles in the community which may affect patient care.
3. Identify common prejudices.
4. Discuss ways to overcome prejudices.
5. Respond to patient/families with a variety of cultural or lifestyle diversities.

06.0 DESCRIBE THE ANATOMY AND PHYSIOLOGY OF THE HUMAN BODY

06.01 TASK: Describe the Basic Structure and Function of All Body Systems

ENABLING OBJECTIVES:

1. Identify all body systems and the organs in each.
2. Describe the function of each organ in each system.

06.02 TASK: Describe the Relationship of the Anatomy and Physiology of all Body Systems to Patient Care

ENABLING OBJECTIVES:

1. Identify the body systems affected by each nursing action.
2. Describe the effect of each nursing action on the body system.

07.0 PROVIDE EMERGENCY CARE

07.01 TASK: Assess and Prioritize Situations and Respond

ENABLING OBJECTIVES:

1. Identify the four steps of prioritizing emergency care.
2. Survey the scene of the emergency to determine safety of the scene, number of casualties, amount of help needed.
3. Access emergency medical service.

07.02 TASK: Perform Emergency Measures as Defined by American Red Cross/American Heart Association

ENABLING OBJECTIVES:

1. Identify the priorities of emergency care.
2. Demonstrate CPR.
3. Demonstrate First Aid.
4. Provide emergency care in priority order.
5. Provide emotional support to patient and/or family.

07.03 TASK: Demonstrate Emergency Evacuation Procedures

ENABLING OBJECTIVES:

1. Identify emergency evacuation procedures.
2. Identify priorities in evacuation of an institution.
3. Perform the steps of emergency evacuation.

08.0 PERFORM COMFORT AND SAFETY FUNCTIONS

08.01 TASK: Care for Equipment and Supplies

ENABLING OBJECTIVES:

1. Identify those supplies which are disposable.
2. Dispose of disposable supplies according to facility policy.
3. Identify cleaning solutions and proper use.
4. Identify cleaning methods of nondisposable supplies.
5. Clean nondisposable supplies according to facility policy.
6. Store and/or replace used supplies.
7. Report and/or replace damaged equipment.

08.02 TASK: Maintain Patient Environment

ENABLING OBJECTIVES:

1. Identify safety hazards in the patient environment.
2. Keep patient environment clean and safe.
3. Request maintenance on hazardous areas or improperly working equipment in the patient environment.

08.03 TASK: Maintain Service Areas on the Units in the Health Care Facility

ENABLING OBJECTIVES:

1. **Identify safety hazards in the service areas.**
2. **Keep service areas clean and safe.**
3. **Request maintenance on hazardous areas or improperly working equipment in the service area.**

08.04 TASK: Observe, Report and Document Patient's Physiological and Psychosocial Status

ENABLING OBJECTIVES:

1. **Describe all signs and symptoms of the patient's diagnosis.**
2. **Describe signs and symptoms of patient's psychological status.**
3. **Compare current signs and symptoms of patient's physical and/or psychological status with those previously recorded.**
4. **Report and record pertinent changes in patient's physical and/or psychological status.**
5. **Evaluate and report conditions conducive to patient sensory deprivation/overload.**

08.05. TASK: Use of Therapeutic Beds and Overlays

ENABLING OBJECTIVES:

1. **Identify types of therapeutic beds and overlays and the reasons for use.**
2. **Describe proper care of therapeutic beds and overlays.**
3. **Demonstrate proper use of therapeutic beds and overlays maintaining patient alignment and using proper body mechanics.**

08.06 TASK: Lift, Hold, Transfer and/or Ambulate Patient Using Proper Body Mechanics and Appropriate Assistive Measures

ENABLING OBJECTIVES:

1. **Describe principles of and reasons for body mechanics.**
2. **Describe then demonstrate procedures for lifting, holding, transferring and ambulating patients using proper body mechanics and appropriate devices.**

08.07 TASK: Turn and Position Patients

ENABLING OBJECTIVES:

1. **Describe then demonstrate the following positions: supine, dorsal recumbent, Sim's, Fowler's, orthopneic, lithotomy, knee-chest.**
2. **Describe then demonstrate the steps in turning patients including log rolling.**

08.08 TASK: Apply Safety/Protective Devices as Directed

ENABLING OBJECTIVES:

1. **Identify the types of safety/protective devices.**
2. **Describe then demonstrate the procedure for using each type of safety/protective device.**
3. **Report and record the use of safety/protective devices including patient response, and effectiveness of the device.**

09.0 APPLY PRINCIPLES OF NUTRITION

09.01 TASK: Identify Nutrients and Food Groups

ENABLING OBJECTIVES:

1. **Identify the major nutrients and the food sources of each.**
2. **Identify the four basic food groups and the foods contained in each.**

09.02 TASK: Explain Regional, Cultural and Religious Food Patterns

ENABLING OBJECTIVES:

1. **Identify foods allowed/ not allowed in diets based on regional, cultural, and religious beliefs.**
2. **Explain how patients adjust their diet to receive the minimum daily requirements.**

09.03 TASK: Care For Patients with Special Diets

ENABLING OBJECTIVES:

1. **Describe the common therapeutic diets.**
2. **Assist the patient in selecting foods contained on the therapeutic diet.**
3. **Assess patient's tolerance of prescribed diet.**

09.04 TASK: Assist in Modifying Patient Intake to Meet Patient's Nutritional and Fluid Needs in Relation to Disease Process

ENABLING OBJECTIVES:

1. **Identify disease processes that affect nutrition, fluid status and metabolism.**

2. Assess patient's current nutritional and fluid status.
3. Identify the patient's food and fluids likes and dislikes and assist with selections within prescribed diet.
4. Identify the patient's nutritional and fluid needs in relation to disease process.
5. Identify patient's prescribed diet.
6. Provide diet teaching to patient/family regarding prescribed diet.

10.0 ASSIST WITH ACTIVITIES OF DAILY LIVING

10.01 TASK: Provide for Personal Hygiene Procedures

ENABLING OBJECTIVES:

1. Describe then demonstrate the procedures for the following: shampoo, eye care, oral care, bathing, peri care, foot care, skin care, shave.
2. Assist the patient to dress and undress.
3. Describe and demonstrate the making of various types of hospital beds.

10.02 TASK: Provide for Elimination

ENABLING OBJECTIVES:

1. Describe then demonstrate the placement of patient for use of bed pan, urinal, bedside commode.
2. Describe then demonstrate the procedure for the following: rectal tube, enemas, digital exam, manual removal of stool, urinary catheterization, ostomy care.
3. Record output, pertinent objective observations according to facility policy.

10.03 TASK: Provide for Nutritional Intake

ENABLING OBJECTIVES:

1. Describe then demonstrate serving food to a patient, including those with special needs.
2. Describe then demonstrate feeding the patient.
3. Record the percent of food intake, calorie count and liquid intake according to facility policy.

10.04 TASK: Describe and Demonstrate the Making of Various Types of Hospital Beds

ENABLING OBJECTIVES:

1. **Describe and demonstrate the making of an unoccupied bed, open and closed.**
2. **Describe and demonstrate making an occupied bed.**
3. **Describe and demonstrate making a surgical bed.**
4. **Describe and demonstrate making a bed with safety/protective devices.**

11.0 PERFORM SPECIAL NURSING PROCEDURES

11.01 TASK: Perform Patient Assessment

ENABLING OBJECTIVES:

1. **Identify steps in a head to toe assessment.**
2. **Demonstrate head to toe assessment including all body systems.**
3. **Evaluate proper functioning of all therapeutic devices/equipment being used by patient.**

11.02 TASK: Admit, Discharge and Transfer Patient

ENABLING OBJECTIVES:

1. **Explain the procedure for admitting, transferring and discharging patient.**
2. **Admit, transfer and discharge patients according to facility policy.**

11.03 TASK: Collect Specimens

ENABLING OBJECTIVES:

1. **Identify types of specimens collected.**
2. **Describe procedures for proper handling of each type of specimen.**
3. **Demonstrate the collection of the following specimens: random urine, mid stream (clean void), timed urine, sterile urine from existing catheter/minicatheter, stool, nose and throat, wound, gastric, sputum, blood by venipuncture, blood by skin puncture, vaginal discharge, urethral discharge.**

11.04 TASK: Perform Tests on Specimens

ENABLING OBJECTIVES:

1. **Describe the tests practical nurses may perform on specimens.**

2. Demonstrate the following tests on specimens: Urine: specific gravity, glucose, ketones, protein; Stool: occult blood; Blood: glucose; Gastric: occult blood, pH.

11.05 TASK: Perform Irrigations

ENABLING OBJECTIVES:

1. Describe the types of irrigations and solutions used in each type.
2. Demonstrate the following types of irrigations: eye, ear, nasal, nasogastric, vaginal, bladder, wound, colostomy.

11.06 TASK: Perform Respiratory Care Procedures

ENABLING OBJECTIVES:

1. Describe then demonstrate the procedure for each type of oxygen therapy: Nasal cannula, nasal catheter, mask, tents, tracheostomy tube, endotracheal tube.
2. Describe then demonstrate the procedure for nasopharyngeal and tracheal suctioning.
3. Describe then demonstrate the procedure for postural drainage and percussion.
4. Describe then demonstrate the procedure for tracheostomy care.
5. Describe then demonstrate the procedure for spirometry.
6. Describe then demonstrate the procedure for use of oximeter.
7. Describe then demonstrate the care of chest tube and water sealed drainage systems.
8. Describe then demonstrate the use of oral and nasal airways.
9. Instruct the patient/family in the use of respiratory equipment ordered by the physician for home use.

11.07 TASK: Assist the Patient During Diagnostic Procedures

ENABLING OBJECTIVES:

1. Describe the diagnostic procedures commonly performed on each body system.
2. Describe then demonstrate pre and post care of patients undergoing diagnostic procedures.
3. Assist the personnel where appropriate in performing the diagnostic exam with set up of equipment, positioning the patient, care of specimens, and cleanup.
4. Provide patient/family teaching and emotional support.

11.08 TASK: Perform Orthopedic Care Procedures

ENABLING OBJECTIVES:

1. **Describe then demonstrate cast care and removal.**
2. **Describe then demonstrate skeletal and skin traction care.**
3. **Describe then demonstrate active and passive range of motion of all joints.**
4. **Describe then demonstrate the use of continuous passive motion devices.**
5. **Describe then demonstrate the application of slings and immobilizers.**

11.09 TASK: Perform Wound Care Procedures

ENABLING OBJECTIVES:

1. **Describe and assess the stages of wound healing.**
2. **Describe the types and uses of dressings.**
3. **Describe then demonstrate the application of dressings as ordered.**
4. **Describe the types and care of drainage tubes.**
5. **Describe the steps then remove skin staples, sutures, and skin clips as ordered.**
6. **Describe the steps then apply binders (breast, scultetus, abdominal, T-Binder)**
7. **Describe the steps then apply elastic bandages (spiral, figure 8, circular, recurrent turns).**

11.10 TASK: Perform Special Care Procedures for Patients with Gastric Tubes

ENABLING OBJECTIVES:

1. **Describe the types of gastric tubes and the purpose of each.**
2. **Describe the steps then demonstrate the procedure for inserting the following: nasogastric tubes, and gastric tubes into established openings.**
3. **Describe the steps then demonstrate the procedure for feeding a patient through a nasogastric/gastrostomy tube.**
4. **Describe the steps and demonstrate the care of a gastric tube including skin care, I & O, discontinuing and irrigations.**
5. **Describe then demonstrate the care of equipment used with gastric tubes.**

11.11 TASK: Perform Hot and Cold Therapeutic Measures

ENABLING OBJECTIVES:

1. **Identify the purposes and effects of hot and cold therapeutic measures.**
2. **Describe the risks of hot and cold applications.**

3. **Describe then demonstrate the procedure for the following: moist hot compress, warm soak, sitz bath, heat lamp/cradle, aquathermia, heating pads, moist cold compress, ice bag/glove/collar.**

11.12 TASK: <u>Provide Post Mortem Care</u>

ENABLING OBJECTIVES:

1. **Describe the signs and symptoms of imminent death.**
2. **Assess the presence of family or notify as per facility policy.**
3. **Assess religious preference, notify clergy as per facility policy and patient/family wishes.**
4. **Identify if permission has been given for organ donation/ autopsy and obtain consent if necessary.**
5. **Notify health care personnel according to facility policy that death has occurred.**
6. **Describe the steps then make the body presentable in appearance to the family members.**
7. **Dispose of the body and belongings according to facility policy and family wishes.**
8. **Provide emotional support to family.**
9. **Record all pertinent information on patient record.**

12.0 APPLY THE PRINCIPLES OF PHARMACOLOGY

12.01 TASK: <u>Administer Medications</u>

ENABLING OBJECTIVES:

1. **Describe the Rights of Medication Administration.**
2. **Describe classification, uses, expected actions, side effects, and usual dose of prescribed medication.**
3. **Calculate fractional dosage accurately.**
4. **Identify which medication dosage must be checked by second licensed person.**
5. **Describe the steps, prepare and administer medication by the following routes: oral, rectal, vaginal, topical, intradermal, subcutaneous, intramuscular, intravenous drip, and per catheter.**
6. **Dispose of hazardous equipment/supplies according to facility policy.**
7. **Clean and store nondisposable equipment and supplies according to institutional policy.**

12.02 TASK: Assess and Respond to Patient's Need for Medication

ENABLING OBJECTIVES:

1. **Assess patient for expected effects and side effects of prescribed medication.**
2. **Determine patient's need for PRN medications and administer as ordered.**
3. **Report and record medication administered and patient response.**
4. **Report and record adverse response from medications and seek further assistance.**

12.03 TASK: Monitor and Document Administration of Controlled Substances

ENABLING OBJECTIVES:

1. **Identify medications which are controlled substances.**
2. **Describe the steps then demonstrate the procedure for accounting for controlled substances following facility policy.**

12.04 TASK: Instruct and Supervise Patient/Family Regarding Self Administration of Medications

ENABLING OBJECTIVES:

1. **Identify medications and instruct patient/family in classification, use, expected effects and side effects.**
2. **Provide written instructions for the patient regarding use, expected effects, side effects, and procedure for administration of prescribed medications.**
3. **Demonstrate to patient/family proper technique in administration of medications.**
4. **Supervise patient/family returning demonstration of administration of medications.**
5. **Document patient/family teaching and verbalization of understanding of instructions.**

12.05 TASK: Store Medications Properly

ENABLING OBJECTIVES:

1. **Identify and store those medications needing refrigeration.**
2. **Identify and store properly those medications which are light sensitive.**
3. **Store all medications in a safe manner according to facility policy.**
4. **Store controlled substances in a double locked storage area.**

13.0 PROVIDE CARE FOR THE PATIENT RECEIVING INTRAVENOUS THERAPY

13.01 TASK: Describe the Principles, Purposes and Types of IV Therapy

ENABLING OBJECTIVES:

1. Describe the role of the circulatory and urinary systems in maintaining fluid and electrolyte balance.
2. Identify the major electrolytes and their function in the body.
3. Discuss conditions requiring IV therapy.
4. Identify the three types of IV solutions.
5. Identify blood types and blood type compatibility.
6. Identify blood products commonly administered and their compatibility.
7. Apply the purposes of the IV infusion as it relates to the individual client.

13.02 TASK: Administer Intravenous Solutions, Medications, and Blood or Blood Products

ENABLING OBJECTIVES:

1. Assess data base including physician order, intake and output record, and blood values.
2. Assess client's need and provide for psychological support and/or teaching.
3. Assess established peripheral IV site for patency and complications.
4. Obtain correct solution, medication, and tubing.
5. Prepare IV system using plastic bag, glass bottle, prefilled syringe, and infusion devices using established facility protocols.
6. Calculate the rate of infusion using standard formulas.
7. Administer commercial and/or pharmacy pre-mix solutions and piggy back medications at the prescribed rate using established facility protocols.
8. Administer blood and/or blood products using established facility protocols.
9. Record administration of IV solutions, medications, blood/blood product on appropriate chart form.
10. Maintain IV infusion at prescribed rate by either gravity flow or IV infusion devise/pump.
11. Measure and record intake and output.

13.03 TASK: Provide Care of Patient Receiving IV Therapy

ENABLING OBJECTIVES:

1. Describe signs and symptoms of complications of IV therapy including: Infiltration, phlebitis, over hydration, air embolism.
2. Describe signs and symptoms of adverse drug reaction.
3. Describe signs and symptoms of blood transfusion reaction.
4. Assess body systems affected by IV therapy for signs and symptoms of complications, or adverse reactions.

5. Assess peripheral IV site for signs and symptoms of complications including infiltration, infection, inflammation.
6. Provide IV site care and IV site dressing change using established facility protocol.
7. Discontinue peripheral IV using established facility protocol.
8. Report fluid imbalance, signs and symptoms of complications, adverse drug reaction or blood transfusion reaction to RN/MD.
9. Record data related to intravenous therapy including site care, signs and symptoms of complications, adverse drug reaction or blood transfusion reaction on the appropriate chart form.

13.4 TASK: Provide Care of IV Therapy Equipment

ENABLING OBJECTIVES:

1. Assess equipment for proper operation.
2. Change IV tubing using established facility protocol.
3. Convert and flush heparin/saline lock using established facility protocol.
4. Record equipment operation on the appropriate chart form.
5. Adjust infusion pump to maintain infusion at prescribed rate.

13.05 TASK: Describe General Precautions in Administering I.V. Therapy

ENABLING OBJECTIVES:

1. Relate general precautions that need to be applied to I.V. therapy: universal precautions, patient comfort/safety, fluid management.

14.0 PROVIDE CARE FOR MATERNAL/NEWBORN PATIENTS

14.01 TASK: Provide Teaching to Patients Regarding Conception, Fetal Development, Methods of Contraception

ENABLING OBJECTIVES:

1. Describe the anatomy and physiology of the reproductive system, and relate it to the process of conception.
2. Describe the process of fetal development, common complications, and the changes in the mother with a developing fetus.
3. Describe methods of contraception and the necessity of medical follow-up.
4. Instruct the patient in the process of conception, fetal development, methods of contraception and the importance of medical care.

14.02 TASK: Provide Care and Teaching for the Patient in the Prenatal Stage

ENABLING OBJECTIVES:

1. **Describe signs and symptoms of pregnancy, minor and major complications of pregnancy.**
2. **Describe changes in nutritional intake related to pregnancy.**
3. **Instruct the patient in the importance of early doctor consultation, signs and symptoms to report to the doctor, good health habits during pregnancy, and proper nutrition during pregnancy.**
4. **Instruct the patient to attend childbirth classes if offered.**

14.03 TASK: Provide Care and Teaching for the Patient During Labor and Delivery

ENABLING OBJECTIVES:

1. **Describe signs and symptoms of labor.**
2. **Describe signs and symptoms of complications of labor.**
3. **Instruct the patient in signs and symptoms of labor, when to go to the hospital and relaxation techniques.**
4. **Assess patient for progression of labor, and signs and symptoms of complications.**
5. **Provide care and assist the patient in activities of daily living as needed or ordered.**
6. **Prepare room for delivery and assist doctor as needed.**
7. **Provide emotional support to patient/family.**
8. **Provide care for mother and infant immediately post delivery.**

14.04 TASK: Provide Care and Teaching for the Post-Partum Patient

ENABLING OBJECTIVES:

1. **Describe signs and symptoms of involution and complication seen during the post partum stage.**
2. **Assess patient for signs and symptoms of: hemorrhage, toxemia, infection, urinary retention, altered emotional status, bonding, breast engorgement, and any other significant findings of post partum stage.**
3. **Instruct the patient in self care following delivery, infant care, signs and symptoms of complications which should be reported to the doctor, and the importance of follow up care.**
4. **Provide emotional support and nursing care of patient/family.**

14.05 TASK: Provide Care of the Newborn

ENABLING OBJECTIVES:

1. **Describe signs and symptoms of a normal newborn.**

2. Describe signs and symptoms of complications/ high risk factors that occur in newborns.
3. Describe the universal needs of the newborn and provide care to meet those needs.
4. Assess the newborn and report/record any complications.

15.0 APPLY PRINCIPLES OF HUMAN GROWTH AND DEVELOPMENT

15.01 TASK: Apply Principles of Growth and Development from Birth through the Life Span in the Clinical Setting

ENABLING OBJECTIVES:

1. Identify the principles of growth and development and common deviations.
2. Identify genetic and environmental influences and limitations.
3. Identify the commonly accepted stages of growth and development.
4. Describe the structural, functional, emotional development, behavioral, and psychosocial changes of each stage of growth and development.
5. Describe sexuality in each stage throughout the lifespan.
6. Demonstrate an application of these principles in providing care to all patients.

16.0 PROVIDE CARE FOR THE PEDIATRIC PATIENT (Includes Adolescents)

16.01 TASK: Adapt Nursing Care for the Pediatric Patient

ENABLING OBJECTIVES:

1. Compare the differences in nursing care of pediatric patients to an adult including:
   a. meeting basic needs
   b. medications
   c. lab values
   d. vital signs
   e. fluid requirements
2. Adapt nursing procedures to age, weight and size of the pediatric patient; plan and implement care accordingly.
3. Include family in planning and providing care.
4. Provide teaching and emotional support to the pediatric patient and family.

16.02 TASK: Apply Safety Principles for the Pediatric Patient

ENABLING OBJECTIVES:

1. Describe the safety needs particular to the pediatric patient.
2. Evaluate the environment for safety and correct/report the deficiencies.

3. Describe the restraints used on pediatric patients then demonstrate their use.
4. Demonstrate safety for all pediatric patients.

16.03 TASK: Implement Prescribed Nutritional Requirement

ENABLING OBJECTIVES:

1. Describe the nutritional and fluid needs of the pediatric patient.
2. Identify foods appropriate to each age level.
3. Describe then demonstrate different techniques of feeding pediatric patients.
4. Accurately record nutritional and fluid intake.
5. Provide instruction to patient/family related to nutritional needs.

16.04 TASK: Provide Diversional and Recreational Activities

ENABLING OBJECTIVES:

1. Identify diversional/recreational activities appropriate for each age level.
2. Describe the need of the sick child for diversion and recreation.
3. Describe toys appropriate to the age and condition of the pediatric patient including safety, and care of the toy.
4. Provide activities for each age level.

16.05 TASK: Describe Pediatric Diseases/Disorders of Children and Related Nursing Care

ENABLING OBJECTIVES:

1. Describe the signs and symptoms of the diseases/disorders.
2. Describe the signs and symptoms the pediatric patient is exhibiting.
3. Describe and provide specific nursing interventions appropriate to pediatric diseases and disorders.

17.0 PROVIDE CARE FOR PRE-OPERATIVE, PERI-OPERATIVE AND POST-OPERATIVE PATIENTS

17.01 TASK: Provide Pre-Operative Care and Teaching

ENABLING OBJECTIVES:

1. Describe general pre-operative care.
2. Describe general pre-operative instructions.
3. Provide general and specific pre-operative care and instructions as ordered.

17.02 TASK: Explain Impact of Peri-Operative Care on Post-Operative Recovery

ENABLING OBJECTIVES:

1. Identify anesthetic agents and side effects.
2. Identify peri-operative complications affecting post-operative recovery.

17.03 TASK: Provide Post-Operative Care and Teaching

ENABLING OBJECTIVES:

1. Describe and provide post-operative care and teaching.
2. Describe common complications of surgery.
3. Identify specific complications of individual patient's surgery and report/record appropriately.

18.0 PROVIDE CARE FOR MEDICAL/SURGICAL PATIENTS (Includes Young Adults)

18.01 TASK: Discuss Signs and Symptoms of Disease/Disorders of all Body Systems and Relate them to Patient Condition

ENABLING OBJECTIVES:

1. Describe textbook signs and symptoms and disease process of common diseases/disorders of all body systems.
2. Describe the signs and symptoms the patient is exhibiting.
3. Discuss the relationship of the textbook signs and symptoms to those the patient is exhibiting.

18.02 TASK: Provide Care for the Patient with Diseases/Disorders of all Body Systems

ENABLING OBJECTIVES:

1. Describe the medical treatments usually prescribed for the diseases/disorders of all body systems.
2. Describe the classification, action, usual dose,and side effects of all medications prescribed for the assigned patients.
3. Administer the prescribed treatment as ordered.
4. Describe and provide nursing interventions appropriate to specific disease/disorders.

18.03 TASK: Care for the Patient with Common Psychological Disorders

ENABLING OBJECTIVES:

1. Describe the signs and symptoms of common psychological disorders.
2. Describe the signs and symptoms of the common psychological disorders the patient is exhibiting.

3. Describe common methods of treatment for common psychological disorders including medications.
4. Provide care for the patient with common psychological disorders.

18.04 TASK: Provide Teaching for the Patient with Diseases/Disorders of All Body Systems

ENABLING OBJECTIVES:

1. Assist with instruction of the patient/family in signs and symptoms to watch for appropriate to the patient's disease/disorder, treatment, medications and home care.

19.0 PROVIDE CARE FOR THE GERIATRIC PATIENT

19.01 TASK: Adapt Nursing Care for the Geriatric Patient

ENABLING OBJECTIVES:

1. Describe the physical and psychosocial changes that normally occur during the aging process.
2. Describe the basic needs of the elderly and relate them to the changes in body systems of the older adult.
3. Differentiate between facts and fallacies about the aging process.
4. Describe nursing interventions related to the basic needs and body changes of the older adult.
5. Describe then demonstrate the use of adaptive equipment for geriatric patients.
6. Adapt nursing procedures to the weight, size and condition of the geriatric patient.

19.02 TASK: Adapt Safety Principles as Related to the Elderly

ENABLING OBJECTIVES:

1. Describe the safety needs of the elderly.
2. Evaluate the environment for safety and correct/report any deficiencies.
3. Describe then demonstrate the use of safety devices for geriatric patients.
4. Demonstrate safety for all geriatric patients.

19.03 TASK: Promote Attitudes and Living Habits which Foster Positive Mental and Physical Health for the Elderly

ENABLING OBJECTIVES:

1. Describe attitudes and living habits which promote positive mental and physical health.
2. Plan and provide nursing care to promote positive attitudes and living habits.

19.04 TASK: Provide Nursing Care for the Elderly

ENABLING OBJECTIVES:

1. Describe the common problems seen in the elderly as they relate to each body system.
2. Describe methods to correct the common problems seen in the elderly in relation to each body system.
3. Provide nursing care to the geriatric patient with common problems.

19.05 TASK: Provide Nursing Care for Elderly Patients with Behavioral Alterations

ENABLING OBJECTIVES:

1. Identify cognitive alterations and corresponding behavior patterns.
2. Provide nursing care to patients with cognitive impairment.

19.06 TASK: Apply Reality Orientation Techniques

ENABLING OBJECTIVES:

1. Identify individual geriatric patient's need for reality orientation.
2. Identify and apply orientation techniques to maintain/regain orientation in caring for the geriatric patient.

19.07 TASK: Provide and Involve Patients in Diversional Activities

ENABLING OBJECTIVES:

1. Describe individual geriatric patient's need for diversion.
2. Describe diversional activities available to the geriatric patent within the institution as well as in the community.
3. Provide diversional activities and encourage patient involvement.

19.08 TASK: Access Community Resources and Services Available to the Elderly

ENABLING OBJECTIVES:

1. Describe the community services needed by the individual geriatric patient/family.
2. Describe community resources available in the patient's community.
3. Assist the geriatric patient/family to access the needed services.

20.0 PROVIDE CARE FOR THE REHABILITATION PATIENT

20.01 TASK: Assess the Patient and Assist with Specified Rehabilitation Needs: Physical, Psychosocial, Financial, Emotional and Family Support

ENABLING OBJECTIVES:

1. Describe the concept and continuity of rehabilitation.
2. Describe the various rehabilitation programs.
3. Identify the rehabilitation programs available to individual patient.
4. Assess and assist the patient/family to access rehabilitation programs.
5. Encourage and assist patient to reach independence within his/her limitations of: physical, psychosocial, emotional, financial, and family support status.

20.02 TASK: Function as a Member of a Multidisciplinary Rehabilitation Team

ENABLING OBJECTIVES:

1. Identify members of the rehabilitation team.
2. Describe the role of each member of the rehabilitation team.
3. Participate as a member of the rehabilitation team in planning and implementing care.

21.0 DEMONSTRATE EMPLOYABILITY SKILLS

21.01 TASK: Identify Employment Opportunities in a Variety of Health Care Arenas

ENABLING OBJECTIVES:

1. Identify employment opportunities available in the community.
2. Identify job requirements for available jobs opportunities.

21.02 TASK: Apply Employment Seeking Skills

ENABLING OBJECTIVES:

1. Write a resume.
2. Write a letter of application.
3. Complete an application form.
4. Describe appropriate dress for interview.
5. Demonstrate interview techniques.

21.03 TASK: Demonstrate Appropriate Response to Criticism from Employer, Supervisor, or Other Persons

ENABLING OBJECTIVES:

1. Describe appropriate response to criticism from employer, supervisor, or others.
2. Identify the chain of command.
3. Discuss appropriate methods of utilizing the chain of command in response to inappropriate criticism.
4. Change behavior as needed in response to criticism.

21.04 TASK: Demonstrate Acceptable Employee Health Habits

ENABLING OBJECTIVES:

1. Describe acceptable reasons for absence from work.
2. Describe process for notifying supervisor of absence from work.
3. Demonstrate appropriate notification of absence.

21.05 TASK: Demonstrate Principles of Time Management in Organizing Patient Care

ENABLING OBJECTIVES:

1. Identify tasks to be completed in a time sequence.
2. Prioritize tasks.
3. Complete tasks in a timely manner.
4. Notify supervisor if unable to follow time line in a timely fashion.

21.06 TASK: Describe How to Make a Job Change Appropriately

ENABLING OBJECTIVES:

1. Describe steps in resigning from a job.
2. Write a letter of resignation.

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I.V. THERAPY

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State Division of Vocational Education
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Joe Parkinson
Boise

Diane Bilyeu
Pocatello

Roy E Mosman
Moscow

Jerry L. Evans
Boise

Trudy Anderson, State Administrator
Division of Vocational Education

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INTRODUCTION

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The Task List prepared in the Technical Committee Report reflect the current trends and skills necessary for an employee to: 1) Obtain a job in Idaho's industry, 2) retain a job once hired, and, 3) to advance in the occupational field. Task Lists are grouped according to Duty areas generally used in industry settings. Duty areas are used as the basis for modules in the Statewide Curriculum Guide development process. The Technical Committee segment is the single most significant step in the curriculum development process. All future curriculum activities are predicated on the premise that an accurate picture of industry needs are reflected in the Task List.

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Committee members have prepared all material in a competency-based format so as to have an effective and efficient methodology for determining student progress. The Statewide Guides are designed as the prime determiner of program content. All programs must follow the established Guide in order to be approved for operation. Any deviation from this Guide requires written approval from the respective program supervisor at the Division of Vocational Education. It is not the intent of the Division that all programs be designed to be exactly the same, but assurance is needed to ensure that the program meets the minimum standards for operation, based on the community needs, equipment, and facilities available to the local school or institution.

The Technical Committee Report does not dictate the level of instruction The Task List developed represents the entire occupational field. Schools and Institutions determine what skills can be taught and what depth of instruction can be provided. They must choose the Tasks to be taught from the Technical Committee Report but are free to determine how many or which ones can be incorporated into their program.

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To this end, the Division recognizes the following people who served on the Practical Nursing Commitee: Sharon Seiber, Caldwell; Carol Simons, Pocatello; Noreen Heist, Boise; Helen Hammond, Twin Falls; Sandra Davis, Boise; Mary Ann Towle, Boise; Kathleen Nelson, Rexburg; Beverly Heitz, Twin Falls; Barbara Pottorff, Pocatello; Terry Elquist, Pocatello; and Jan Moseley, Coeur d' Alene.

Your support and assistance was very greatly appreciated. Your patience for enduring the educational process is also noted. The students and instructional staff will be much more able to accomplish their respective goals as a result of your contributions.

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TASK LIST

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The tasks contained in each module represent the fundamental activities that should be required of any student seeking institutional credit for performing at an acceptable level of competency. The tasks are sequenced to reflect a progression from the curriculum standards which are unique to an institution's instructional program and which should be added upon approval of the administration.

The capacity for providing instructional experiences and practical application of the tasks contained in each module will determine the scope of the vocational-technical program. Primary considerations of capacity will obviously be the availability of equipment and the expertise of the instructional staff.

Individual records of student progress based on the task list should be developed or adapted by the vocational institution for use in recording the student's attainment of competency by task and module.

TASK LIST FOR
I.V. THERAPY FOR LPNs

PERFORMANCE AREA: Health Occupations

PROGRAM TITLE: I.V. Therapy

Course of instruction in IV therapy for LPNs (Required by the Rules and Regulations of the Board of Nursing for LPNs who perform functions related to IV Therapy)

The course of instruction in Intravenous Therapy for Licensed Practical Nurses has been divided into two parts. The licensed practical nurses who did not receive Part I in his/her basic course of instruction to become a Practical Nurse or did not have this instruction at any other time must complete both parts of the course. Persons who completed Part I need to take only Part II. People who completed Part I must show documentation of successful completion.

PART I - INTRAVENOUS THERAPY FOR LICENSED PRACTICAL NURSES

01.0 ESSENTIAL RESPONSIBILITIES IN INTRAVENOUS THERAPY
The student will be able to:

- **01.01** Describe the principles, purposes and types of IV therapy.
- **01.02** Administer intravenous solutions, medications, and blood or blood products.
- **01.03** Provide care of patient receiving IV therapy.
- **01.04** Provide care of IV therapy equipment.
- **01.05** Describe general precautions in administering IV therapy.

PART II - INTRAVENOUS THERAPY FOR LICENSED PRACTICAL NURSES

02.0 INITIATE, MAINTAIN AND MONITOR INTRAVENOUS INFUSIONS:
The student will be able to:

- **02.01** Describe role of the LPN relative to IV initiation.
- **02.02** Prepare the patient for the IV infusion.
- **02.03** Implement nursing interventions for the patient within any level of growth and development.
- **02.04** Select the intravenous infusion site.
- **02.05** Perform venipuncture and initiate the intravenous infusion.
- **02.06** Provide for on-going assessment of patient.

03.0 MONITOR AND MAINTAIN CENTRAL VENOUS LINES:
The student will be able to:

- **03.01** Perform selected IV therapy functions for the stable patient with CV lines.
- **03.02** Administer peripheral and/or central line parenteral nutrition and lipids.
- **03.03** Perform legal, accurate documentation of all related functions, observations, patient responses/reactions.

ENABLING OBJECTIVES FOR
I.V. THERAPY
FOR LPNs

In the Practical Nursing curriculum, only the Task Statement (what is to be learned) precedes the unit of instruction. The other two components of the Performance Objective (conditions and criteria) are understood. This means the conditions of learning are met when the Practical Nursing curriculum includes all necessary information and skills, and is offered in approved classroom and clinical settings using required equipment and supplies. The criteria of learning are met when students achieve a pre-determined level of learning (or above) which is established by the faculty/school offering the instruction. It is essential that students in this competency-based program are informed prior to instruction the competencies to be learned, the conditions of training, and the criteria or standard to be achieved. Students should be provided the necessary time (within reason) to acquire a competency and should not be graded on semester/clock hours.

PART I - INTRAVENOUS THERAPY FOR LICENSED PRACTICAL NURSES

01.0 ESSENTIAL RESPONSIBILITIES IN INTRAVENOUS THERAPY

01.01 TASK: Describe the Principles, Purposes and Types of IV Therapy

ENABLING OBJECTIVES:

1. **Describe the role of the circulatory and urinary systems in maintaining fluid and electrolyte balance.**
2. **Identify the major electrolytes and their function in the body.**
3. **Discuss conditions requiring IV therapy**
4. **Identify the three types of IV solutions**
5. **Identify blood types and blood type compatibility**
6. **Identify blood products commonly administered and their compatibility.**
7. **Relate the purposes of the IV infusion to the individual patient.**

01.02 TASK: Administer Intravenous Solutions, Medications, and Blood or Blood Products

ENABLING OBJECTIVES:

1. **Assess data base including physician order, intake and output record, and blood values.**
2. **Assess patient's need and provide for psychological support and/or teaching.**
3. **Assess established peripheral IV site for patency and complications.**
4. **Obtain correct solution, medication, and tubing.**
5. **Prepare IV system using plastic bag, glass bottle, prefilled syringe, and infusion devices using established facility protocols.**
6. **Calculate the rate of infusion using standard formulas.**
7. **Administer commercial and/or pharmacy pre-mix solutions and piggy back medications at the prescribed rate using established facility protocols.**
8. **Administer blood and/or blood products using established facility protocols.**
9. **Record administration of IV solutions, medications, blood/blood product on appropriate chart form.**
10. **Maintain IV infusion at prescribed rate by either gravity flow or IV infusion devise/pump.**
11. **Measure and record intake and output.**

01.03 TASK: Provide Care of Patient Receiving IV Therapy

ENABLING OBJECTIVES:

1. **Describe signs and symptoms of complications of IV therapy including: infiltration, phlebitis, over hydration, air embolism.**

2. Describe signs and symptoms of adverse drug reaction.
3. Describe signs and symptoms of blood transfusion reaction.
4. Assess body systems affected by IV therapy for signs and symptoms of complications, or adverse reactions.
5. Assess peripheral IV site for signs and symptoms of complications including infiltration, infection, inflammation.
6. Provide IV site care and IV site dressing change using established facility protocol.
7. Convert and flush heparin/saline lock using established facility protocol
8. Discontinue peripheral IV using established facility protocol.
9. Report fluid imbalance, signs and symptoms of complications, adverse drug reaction or blood transfusion reaction to RN/MD.
10. Record data related to intravenous therapy including site care, signs and symptoms of complications, adverse drug reaction or blood transfusion reaction on the appropriate chart form.

01.04 TASK: Provide Care of IV Therapy Equipment

ENABLING OBJECTIVES:

1. Assess equipment for proper operation
2. Change IV tubing using established facility protocol
3. Record equipment operation on the appropriate chart form.
4. Adjust infusion pump to maintain infusion at prescribed rate.

01.05 TASK: Describe General Precautions in Administering IV Therapy

1. Relate general precautions that need to be applied to IV therapy: universal precautions, patient comfort/safety and fluid management.

PART II - INTRAVENOUS THERAPY FOR LICENSED PRACTICAL NURSES

02.0 INITIATE, MAINTAIN AND MONITOR INTRAVENOUS INFUSIONS

02.01 TASK: Describe Role of the LPN Relative to IV Initiation

ENABLING OBJECTIVES:

1. Identify and explain the legal and ethical aspects of his/her role in IV therapy.
2. Identify his/her responsibility to the patient, the institution and the nursing profession.
3. Define "legal scope of practice."
4. Research related policies/procedures of employing institution and correlate with the Idaho Nurse Practice Act.

02.02 TASK: Prepare the Patient for the IV Infusion

ENABLING OBJECTIVES:

1. Identify reasons for an IV infusion.
2. Determine concerns the patient and/or the nurse may have regarding the procedure.
3. Describe nursing responsibilities/interventions related to patient comfort, privacy and safety.
4. Discuss body fluid precautions as identified by the Centers for Disease Control.

02.03 TASK: Implement Nursing Interventions for the Patient Within Any Level of Growth and Development (LPNs are limited to IV therapy of children seven years and older)

ENABLING OBJECTIVES:

1. Discuss special needs of the pediatric patient (seven years of age or older) needing IV therapy relative to:
   A. Structure and function of the cardiovascular and integumentary systems.
   B. Emotional and cognitive development.
2. Describe physiological and psychosocial changes and needs of the elderly patient which might impact the IV procedure.

02.04 TASK: Select the Intravenous Infusion Site

ENABLING OBJECTIVES:

1. As applicable to an intravenous infusion, review the structure and function of the skin, circulatory system, and cardiovascular system.

2. Identify the anatomical structures and functions of veins utilized as venipuncture sites.
3. Differentiate among various venipuncture sites.
4. Describe criteria to be considered when selecting a venipuncture site.
5. Identify growth and development factors pertinent to venipuncture site selection.

02.05 TASK: Perform Venipuncture and Initiate the Intravenous Infusion

ENABLING OBJECTIVES:

1. Assess data base information including physician orders, patient vital signs, and special needs.
2. Identify the steps of venipuncture and of initiating infusion.
3. Identify and assemble all equipment needed; explain the use of each item.
4. Differentiate among the various venipuncture devices; include gauge and size of each and use.
5. Describe IV site skin preparation.
6. Perform venipuncture.
7. Perform the infusion procedure maintaining aseptic technique.
8. Accurately calculate the flow rate.
9. Document procedures and patient reactions.

02.06 TASK: Provide for On-Going Assessment of Patient

ENABLING OBJECTIVES:

1. Recognize signs/symptoms of local and/or systemic complications of IV fluid or drug therapy.
2. Take appropriate nursing actions in the event of IV complications.
3. Document assessment and nursing actions.

03.0 MAINTAIN AND MONITOR CENTRAL VENOUS LINES

03.01 TASK: Perform Selected IV Therapy Functions for the Stable Patient with CV Lines

ENABLING OBJECTIVES:

1. Identify the LPN's legal scope in caring for patients with CV lines.
2. Identify and describe different types of CV lines.
3. Add medicated/unmedicated solutions.
4. Change the site dressings.
5. Change IV tubing.
6. Recognize complications and adverse reactions; take appropriate nursing actions.
7. Identify appropriate nursing interventions for the patient with a central line.
8. Identify the unique characteristics and precautions associated with CV lines and how these differ from standard IV lines.
9. Document procedures and patient's reactions.

03.02 TASK: <u>Administer Peripheral and/or Central Line Parenteral Nutrition and Lipids</u>

ENABLING OBJECTIVES:

1. **Define total parenteral nutrition (TPN) and hyperalimentation (HA) and lipids.**
2. **Enumerate reasons for and the purpose of TPN.**
3. **Identify components of the TPN solution.**
4. **Identify nursing responsibilities related to TPN infusion.**
5. **Administer central line and TPN.**
6. **Recognize potential/actual complications of TPN infusion; take appropriate nursing actions.**
7. **Document procedures and patient's reactions.**

03.03 TASK: <u>Perform Legal Accurate Documentation of all Related Functions, Observations, Patient Responses/Reactions</u>

ENABLING OBJECTIVES:

1. **Enumerate criteria for legal documentation.**
2. **Identify what is to be documented and how often.**

REQUIREMENTS FOR COURSES IN I.V. THERAPY FOR LICENSED PRACTICAL NURSES

I. Course of Instruction

A. The curriculum shall be approved by the Board of Nursing and shall be administered by the Division of Vocational Education.

B. The curriculum shall consist of a minimum of 30 hours of instruction, to include theory instruction, simulated practice and supervised clinical practice.

C. The curriculum shall be competency-based and shall include measurable learner objectives.

D. The course shall be taught by a licensed professional nurse experienced in IV Therapy, who meets requirements for certification as a vocational education instructor.

II. Course Content

A. Legal responsibilities of the LPN administering IV Therapy.

B. Purposes of IV Therapy.

C. Fluids and electrolytes; acid/base balance.

D. Equipment and safety precautions.

E. Medications and solutions commonly used in IV Therapy.

F. Nursing Responsibilities:

1. Policies and procedures for hanging solutions, adjusting drip rates, flushing heparin/saline locks, filling solucets and volume controls, changing tubing, dressing change, discontinuing IVs.
2. Aseptic technique.
3. Safety factors.
4. Patient preparation.
5. Calculating drip rates; timing drip rates.
6. Observations and monitoring.
7. Documentation.

G. Complications and the Nurse's Responsibility:

1. Infiltration
2. Thrombophlebitis
3. Pyrogenic reaction
4. Speed shock
5. Air embolism
6. Circulatory overload

H. Special Considerations

1. Blood transfusions

a. Indications for blood transfusions
b. Major blood products and their uses
c. Complications and adverse reactions

2. Central venous access lines

a. Hanging medications
b. Changing dressings
c. Changing tubing
d. Adjusting drip rates

3. Pediatric IV Therapy - limited to children 7 years and older (specified 2/2/92)

I. Venipuncture Technique

III. Verification of Competence

A. A certificate of program completion shall be evidence the LPN has met requirements and is qualified to perform functions identified in Board of Nursing Rules.

Adopted 8/15/91

Vo.Ed. #178-B

CURRICULUM GUIDE FOR

LPN MANAGEMENT

March, 1992
State Division of Vocational Education
650 W. State Street
Boise, Idaho 83720

Idaho State Board for Vocational Education

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Lewiston

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TASK LIST FOR
LPN MANAGEMENT

PROGRAM AREA: Health Occupations

PROGRAM TITLE: LPN Management Role

01.0 DEMONSTRATE KNOWLEDGE OF NURSING CARE DELIVERY SYSTEMS
The student will be able to:

01.01 Describe and explain nursing care delivery systems.

02.0 DEMONSTRATE KNOWLEDGE OF TODAY'S SKILLED NURSING FACILITIES (LONG-TERM CARE)
The student will be able to:

02.01 Explain state and federal regulations and facility standards for skilled nursing care facilities.
02.02 Apply current regulations and facility standards in planning and delivering patient care.

03.0 DEMONSTRATE PRINCIPLES OF PROFESSIONALISM
The student will be able to:

03.01 Practice as a positive/effective role model.
03.02 Perform within legal/ethical scope of practice.
03.03 Identify the legal responsibilities of being a supervisor/manager.

04.0 DEMONSTRATE PRIMARY FUNCTIONS OF SUPERVISION/MANAGEMENT
The student will be able to:

04.01 Describe the major functions of supervision/management.
04.02 Demonstrate principles of delegation.
04.03 Demonstrate principles of motivating others.
04.04 Manage time efficiently.
04.05 Evaluate employee performance.
04.06 Describe procedures for maintaining discipline.
04.07 Recognize signs of chemical addiction and demonstrate appropriate intervention strategies.

05.0 DEMONSTRATE EFFECTIVE COMMUNICATION SKILLS
The student will be able to:

05.01 Use effective interpersonal communication skills with physicians, patients, families and co-workers.
05.02 Demonstrate effective problem-solving skills on making decisions.
05.03 Plan and conduct conferences related to patient care.

06.0 DEMONSTRATE PRINCIPLES OF SELF-AWARENESS

The student will be able to:

06.01 Use effective methods of managing stress.
06.02 Explain personal leadership styles.
06.03 Evaluate personal and professional performance.

ENABLING OBJECTIVES
SHORT TERM TRAINING PROGRAM FOR LPNs IN A MANAGEMENT ROLE

In the Practical Nursing curriculum, only the Task Statement (what is to be learned) precedes the unit of instruction. The other two components of the Performance Objective (conditions and criteria) are understood. This means the conditions of learning are met when the Practical Nursing curriculum includes all necessary information and skills, and is offered in approved classroom and clinical settings using required equipment and supplies. The criteria of learning are met when students achieve a pre-determined level of learning (or above) which is established by the faculty/school offering the instruction. It is essential that students in this competency-based program are informed prior to instruction the competencies to be learned, the conditions of training, and the criteria or standard to be achieved. Students should be provided the necessary time (within reason) to acquire a competency and should not be graded on semester/clock hours.

SHORT-TERM PROGRAM FOR LPNs IN A MANAGEMENT ROLE

01.0 DEMONSTRATE KNOWLEDGE OF NURSING CARE DELIVERY SYSTEMS

01.01 TASK: Describe and Explain Nursing Care Delivery Systems

ENABLING OBJECTIVES:

1. **Describe and explain functional nursing.**
2. **Describe and explain team nursing.**
3. **Describe and explain primary nursing.**
4. **Describe and explain total patient care.**
5. **Discuss the term "managed care" or "case management" in delivery of nursing care.**
6. **Participate in learning exercises utilizing different nursing care delivery systems.**

02.0 DEMONSTRATE KNOWLEDGE OF TODAY'S SKILLED NURSING FACILITIES (Long Term Care)

02.01 TASK: Explain State and Federal Regulations and Facility Standards for Skilled Nursing Care Facilities

ENABLING OBJECTIVES:

1. **Identify federal and state regulations and facility standards that affect nursing care and facility operations.**
2. **Identify OBRA regulations that pertain to patient's rights and affect nursing care and facility functions.**
3. **Explain OBRA's requirements for education and testing of non-licensed employees.**
4. **Explain OBRA's impact on patient outcome criteria.**
5. **Explain OSHA regulations and their effect on patient care and facility function.**
6. **Participate in exercises that focus on patient rights.**
7. **Identify and explain advance directives and how they affect patient care.**

02.02 TASK: Apply Current Regulations and Facility Standards In Planning and Delivering Patient Care

ENABLING OBJECTIVES:

1. **Identify components of a resident/patient assessment.**
2. **Complete the minimum data set (MDS) form involving simulated/anonymous residents/patients.**
3. **Revise the plan of care based on evaluation of patient response.**

03.0 DEMONSTRATE PRINCIPLES OF PROFESSIONALISM

03.01 TASK: Practice as a Positive/Effective Role Model

ENABLING OBJECTIVES:

1. Describe characteristics of a positive role model.
2. Examine personal characteristics others and self identify as contributing to a positive role model.
3. Develop a personal plan toward becoming a more positive/effective role model.

03.02 TASK: Perform Within Legal/Ethical Scope of Practice

ENABLING OBJECTIVES:

1. Identify legal scope of practice for LPNs as defined by Idaho State Board of Nursing.
2. Practice within the rules and regulations of Idaho State Board of Nursing.
3. Distinguish between ethical and legal codes of conduct.
4. Explain consequences of practicing outside the legally defined scope.
5. Explain expanded roles of the LPN as defined by the Idaho Board of Nursing.
6. Explain legal responsibilities relative to documentation, patient safety/abuse and physicians' orders.

03.03 TASK: Identify Legal Responsibilities of Being a Supervisor

ENABLING OBJECTIVES:

1. Explain responsibilities regarding rights of patients and staff.
2. Describe circumstances that could result in personal liabilitly and reasons for liability insurance.
3. Explain supervisor's role in providing evidence as a witness in court cases.

04.0 DEMONSTRATE PRIMARY FUNCTIONS OF SUPERVISION/MANAGEMENT

04.01 TASK: Describe the Major Functions of Supervision/Management

ENABLING OBJECTIVES:

1. Define supervision and management.
2. Identify the five steps of the nursing process used in managing patient care.
3. Develop at least two patient care plans for simulated/anonymous patients using the nursing process.
4. Define the major components of management: planning, organizing, directing, controlling and problem-solving.
5. Participate in learning exercises using the components of management.
6. Demonstrate the role of the supervisor in facilitating change.

04.02 TASK: Demonstrate Principles of Delegation

ENABLING OBJECTIVES:

1. Determine patient/resident assignments based upon assessment of patient/resident needs.
2. Delegate patient/resident assignments to staff according to job description, ability and practice level of staff members.
3. Differentiate between appropriate and inappropriate delegation of selected activities.

04.03 TASK: Demonstrate Principles of Motivating Others

ENABLING OBJECTIVES:

1. Define motivation.
2. Explain the influence personal factors have on an individual's motivation.
3. Explain the influence of the working environment on motivation.
4. List factors known to increase an individual's motivation.
5. Describe ways a manager can positively influence employee motivation.

04.04 TASK: Manage Time Efficiently

ENABLING OBJECTIVES:

1. Identify factors that influence setting priorities.
2. Identify tools that aid in managing time efficiently.
3. Participate in exercises that focus on prioritizing activities and improving time management.
4. Develop or adapt a personal tool to improve time management.

04.05 TASK: Evaluate Employee Performance

ENABLING OBJECTIVES:

1. Define employee performance evaluation.
2. Identify key elements of an effective evaluation tool.
3. Explain the components of the evaluation process.
4. Practice the evaluation process with a simulated employee.
5. Distinguish between subjective and objective documentation in the evaluation process.

04.06 TASK: Describe Procedures for Maintaining Discipline.

ENABLING OBJECTIVES:

1. Recognize situations warranting disciplinary action.
2. Describe disciplinary policies and procedures within your facility.

3. Distinguish between situations that require ongoing interventions and those that will result in immediate termination.
4. Explain the grievance procedure and common reasons for filing a grievance.
5. Identify ways to prevent and/or reduce employee grievances.

04.07 TASK: Recognize Signs of Chemical Impairment and Demonstrate Appropriate Intervention Strategies

ENABLING OBJECTIVES:

1. Identify characteristics of chemical impairment.
2. Explain facility policy regarding interventions for chemically-impaired employees.
3. Explain how chemically-impaired employees affect patient and co-worker safety in the workplace.
4. Explain employer/supervisor responsibilities relative to the chemically-impaired worker.
5. Describe legal implications faced by the chemically-impaired LPN and health-care worker.
6. Identify resources for chemically-impaired health care workers including the State Board of Nursing Impaired Nurses Program.

05.0 DEMONSTRATE EFFECTIVE COMMUNICATION SKILLS

05.01 TASK: Use Effective Interpersonal Communication Skills With Physicians, Patients, Families, and Co-Workers

ENABLING OBJECTIVES:

1. Identify common barriers to good communication.
2. Demonstrate the principles of effective communication.
3. Demonstrate effective listening skills.
4. Identify situations that require physician notification.
5. Follow guidelines when presenting concise and meaningful shift reports.
6. Demonstrate effective telephone skills.
7. Participate in communication learning exercises that involve patients, families, physicians and co-workers.

05.02 TASK: Demonstrate Effective Problem-Solving Skills In the Decision-Making Process

ENABLING OBJECTIVES:

1. Identify critical steps in problem-solving.
2. Relate the nursing process to the problem-solving process.
3. Explain an effective process for conflict resolution.
4. Identify factors that influence decision-making.
5. Participate in learning exercises that require problem-solving, decision making, and conflict resolution skills.

05.03 TASK: Plan and Conduct Conferences Related to Patient Care

ENABLING OBJECTIVES:

1. Explain the principles of group process.
2. Explain how to organize a group conference to achieve identified goals/objectives.
3. Plan a patient care conference.

06.0 DEMONSTRATE PRINCIPLES OF SELF-AWARENESS

06.01 TASK: Use Effective Methods of Managing Stress

ENABLING OBJECTIVES:

1. Identify personal stressors and signs of stress.
2. Identify causes of stress in co-workers.
3. Discuss strategies for reducing stress in the workplace.
4. Use effective methods for managing stress in the workplace.
5. Develop a plan to reduce the negative effects of stress in self and others.

06.02 TASK: Explain Personal Leadership Styles

ENABLING OBJECTIVES:

1. Discuss the relationship of leadership and management.
2. Identify types and characteristics of leadership styles.
3. Assess personal leadership style(s).
4. Compare characteristics of leadership and followership.
5. Participate in learning exercises that utilize various styles of leadership.

06.03 TASK: Evaluate Personal and Professional Performance

ENABLING OBJECTIVES:

1. Identify personal and professional short-term and long-term goals.
2. Assess goal achievement.
3. Establish plan for personal and professional development.

RECOMMENDATIONS

PRACTICAL NURSING

1. **Institute home health instruction with clinical experience as a part of the basic training program whenever/wherever possible.**

2. **The length of the competency-based curriculum should be determined by achievements of clinical competency and not on semester/clock hours. Schools offering P.N. programs should consider extending the length of the program. It is estimated that, on the average, 15 months is needed for a student to achieve competency. Schools should consider how program extension can reasonably be accomplished.**

3. **Use a preceptorship with each practical nursing student to ease transition into the work force.**

MANAGEMENT ROLE FOR LPNs

1. **Use a related textbook (directed to Health Care/Nursing).**

2. **The course should be instructor-taught (not self-study).**

3. **Use a preceptor for the 24 hrs/40 hrs of clinical experience.**

4. **The length of total course time should be:**
   Classroom: 30-50 hours
   Clinical: 24-40 hours Based on previous experience.

5. **Evaluation expectations should be: 80% theory and satisfactory (S) clinical. What constitutes satisfactory should be well-defined and clear to the instructor and student.**

LPN INTRAVENOUS THERAPY

1. **The length of curriculum should be based on achievements of clinical competency and not on semester/clock hours. A preceptorship model of instruction is recommended. It is estimated classroom instruction will require 40 hours of instruction.**

2. **Every LPN student must pass tests/quizzes with a grade of 80% or better.**

3. **Every LPN student must pass clinical lab check-offs at 100% accuracy.**

4. **Every LPN student must earn a satisfactory evaluation/documentation of performance of all identified skills during the clinical component of the course. Satisfactory performance should be well-defined and clear to the instructor and student.**

5. **It is estimated Part I will require 16 hours of instruction. It is estimated Part II will require 24 hours of instruction. Clinical time for both parts requires additional hours.**